



STATE OF INDIANA

Request for Information 11-12

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf Of

**Indiana Family and Social Services
Administration**

Solicitation For:

Data Migration Strategy

Response Due Date: September 3, 2010

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Procurement Division
402 W. Washington St., Room W478
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REQUEST FOR INFORMATION 11-12

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA) in conjunction with the Family and Social Services Administration's (FSSA) Office of Medicaid Policy and Planning (OMPP). This RFI requests responses for the purpose of understanding the needs of a future MMIS vendor in the areas of preparing for transition from a legacy Medicaid Management Information System (MMIS) to a new MMIS **and all transition planning**. There will not be a contract resulting directly from this RFI; however, respondents to this RFI will be placed on the list of potential respondents and will receive an announcement of any Request for Proposal (RFP) that may arise from this RFI.

BACKGROUND

The Indiana Family and Social Services Administration Office of Medicaid Policy and Planning (OMPP) will be issuing RFPs for the replacement of its current MMIS with a new MMIS, including full operation of the system. The Replacement System will include processing of all Medicaid claim types, a Data Warehouse for federal and program reporting, Pharmacy Benefits Management services, Cost Avoidance (Third Party Liability) identification and recovery, and Customer Relationship Management supporting provider and member relations services.

OMPP is aware that certain information will be needed from the legacy system and the incumbent contractors to support migration and cut-over to a new MMIS. Additionally, OMPP understands that potential bidders may need certain statistical information in order to properly prepare proposals.

To that end, OMPP is asking potential bidders to respond to the questions listed below in the Specific Needs section of this RFI for the agency to better prepare for the upcoming procurement and implementation.

SOLICITATION OF PRESENTATIONS

Before accepting proposals for review in accordance with the usual procedures for the State, FSSA is soliciting feedback from potential respondents to a RFP regarding the information presented in this RFI.

OBJECTIVE

FSSA is seeking feedback on the information in this RFI. FSSA will consider any information received in response to this RFI in the construction of an RFP soliciting these commodities and services.

SPECIFIC NEEDS

The RFP process will be open to all respondents regardless of their decision to participate in this RFI. FSSA seeks creative, high-level responses to the RFI components. The following questions are grouped into two categories; General Conversion Questions and Data Specific Requests. Please separate and submit your information in these groups to

help with internal agency dissemination of information.

FSSA is especially interested in receiving the following information from each respondent's RFI submission:

General Conversion Questions:

- Which types of statistical and historical information do you recommend be made available in the Bidders' Library to assist with proposal preparation?
- What activities do you recommend OMPP and its current fiscal agent undertake now to reduce the risk of causing delays after the replacement system contract is awarded?
- What types of interaction and cooperative efforts, including planning efforts, would you expect from the incumbent fiscal agent in order to expedite conversion to a new MMIS?
- Please share your opinion of any other challenges for which OMPP should prepare when replacing its legacy MMIS.

Data Specific Requests:

- Information, access, and knowledge of current environments/systems needed by the vendor in order to perform high quality, timely and accurate data migration/conversion efforts. (i.e. Business Process Documentation, Entity Relationship Diagrams, Logical Data Models, Physical Data Models, Data Dictionaries, Infrastructure Diagrams, etc.)
- Format this information should take in order to be most useful to the vendor. (Actual examples that have worked for the vendor in the past would greatly assist in fully understanding what the given vendor would require)
- Process by which the vendor would recommend migrating/converting data for the new MMIS.
- Tools the vendor has found useful to complete the data migration/conversion effort for a new MMIS or comparable system.
- Lessons learned about Data Migration/Conversion that the vendor has experienced implementing a new MMIS or other comparable system.

RESPONSES

Firms interested in providing information to Family and Social Services Administration Office of Medicaid Policy and Planning (OMPP) should submit all files electronically to rfp@idoa.in.gov and directed to James Osborne, Senior Account Manager. All files should be in MS Word or PDF format. Responses must be received no later than **3:00 p.m. Eastern Time on September 3rd, 2010.** The subject of the email should be:

“RESPONSE TO REQUEST FOR INFORMATION 11-12”

Questions may be submitted by e-mail to rfp@idoa.in.gov directed to James Osborne no later than **3:00 p.m. Eastern Time on August 20, 2010.** Responses to all questions will be promptly prepared through a cooperative effort of IDOA and FSSA. A copy of each question and answer will be posted to the State of Indiana website <http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl> by August 27th, 2010.

Inquiries are not to be directed to any staff member of Family and Social Services Administration Office of Medicaid Policy and Planning (OMPP).

Responses will be considered public information once a Request for Proposal (RFP) is complete.

Please note that James Osborne is the State’s single point of contact for this RFI.

Please note that the usual and customary procedures for selecting a vendor (issuance of an RFP) may follow this RFI. The process will be open to all providers irrespective of their participation or non-involvement in this information-gathering process.